United Nations ST/IC/2002/84

Secretariat

24 December 2002

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2003 competitive examination for French-language teachers**

1. A competitive examination for the recruitment of French-language teachers will be held on 4 April 2003 in New York, Geneva and Paris, depending on the number of applications received. The purpose of this examination is to establish a roster from which present and future vacancies for French-language teachers in the Staff Development and Learning Service of the Office of Human Resources Management in New York will be filled.

2. Full-time French teachers with the United Nations must teach an average of 15 hours per week and devote an equivalent number of work hours to course preparation and correcting students' work. In addition, each full-time French teacher is assigned tasks such as drafting and updating of teaching materials and examinations, design of specialized and communications courses, development of web sites, consultations with students and participation in meetings and seminars. Full-time teachers participate in the preparation, administration and correction of the United Nations Language Proficiency Examination as part of their assigned tasks. They are also expected to carry out other activities for the Learning Service when called upon to do so.

3. The examination is open to all staff members of the United Nations Secretariat who meet the eligibility and qualification requirements and to qualified external applicants.[1] French teachers working part-time at Headquarters may apply as external applicants. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.[2]

4. Staff members of the United Nations Secretariat applying for the examination must have:

(a) French as their main language[3] and fluency in English;

* Expiration date of the present circular: 31 December 2003.

02-75785 (E) 020103

(b) An advanced university degree (Masters) in French language teaching, applied linguistics, linguistics, languages or a related field. Degrees should be from a university or equivalent institution at which French is the language of instruction. Degrees with special emphasis on the theory and practice of teaching French as a second or foreign language to adult learners are desirable;

(c) At least five years' recent experience within the last eight years in teaching French as a second or foreign language to adults, preferably in a professional setting;

(d) Contemporary computer skills;

(e) Experience using video, web sites and/or multimedia to teach French.

Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable.

5. All applications will be reviewed by the Board of Examiners. Candidates who are invited to sit for the examination will be notified in writing of the Board's decision in respect of their application by mid-March. Candidates should be aware that the United Nations will not be able to reimburse travel expenses to and from either part of the examination.

6. The written examination will consist of the following two parts:

Part 1. Essay questions on modern language teaching methodology, course design for specific purposes, preparation of teaching material and the use of technology for language teaching (2 hours);

Part 2. A. Knowledge of French language syntax and usage (30 minutes);

B. Several practical problems and a lesson plan (1 hour and 30 minutes).

The use of a dictionary or any other reference material will not be permitted during the examination.

7. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will take place six to eight weeks following the written examination and will consist of the candidates teaching a class and sitting for an interview with the Board of Examiners. The interview, which is an integral part of the examination, will assess professionalism, communication skills, teamwork and commitment to continuous learning. Candidates may also be requested to provide a videotape of their teaching.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the second part of the examination will be informed in writing of the Board's final recommendations in respect of their candidature. The Board does not release individual scores/results.

9. Successful candidates selected from the roster to fill the vacancy are normally offered a one-year appointment as French-language teachers. Upon satisfactory completion of the trial period, their appointment will be extended.

10. The salary scale for staff in the Language Teacher category comprises 12 steps, each corresponding to an annual increment awarded if performance is satisfactory. The scale is available on the electronic Human Resources Handbook.

11. Language teachers are also entitled to the following benefits:

(a) Dependency benefits;

(b) Participation in the United Nations Joint Staff Pension Fund.

The yearly schedule of work for language teachers consists of three terms of 13 weeks each. There is a summer recess of approximately eight weeks and there are scheduled breaks between terms: three weeks in December and two weeks in April.

12. Candidates should complete the attached application and fax it, by 18 February 2003, to:

2003 Competitive Examination for French Language Teachers
Fax No.: (212) 963-3683.

The application may be submitted by e-mail to OHRM_exam@un.org. This e-mail should be followed by a fax containing the signature of the candidate. It is not advisable to send applications for this exam by mail as this procedure is too time-consuming under current security requirements.

Notes

[1] According to the United Nations Staff Rules, candidates bearing a close relationship (father, mother, son, daughter, brother, sister) to currently employed United Nations staff members shall not be offered an appointment with the United Nations Secretariat. Consequently, applications from such candidates for this examination will not be considered.

[2] Staff members whose service is limited to the United Nations Environment Programme, the United Nations Human Settlements Programme (UN-Habitat) or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards.

[3] "Main language" is to be understood as the language in which the candidate is best able to work.

Application

2003 competitive examination for French-language teachers

Index No.[a] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[b] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ in ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in ☐☐☐☐ No ☐

If yes, which examination(s): _____

What is your mother tongue and main language?[c] ☐☐☐☐☐☐☐☐☐☐☐☐☐

A. University degree(s) or equivalent or post-secondary educational qualifications:[d]

Name of institution, place and country	*Language of instruction*	*Attended (month/year)*		*Degree*[e] *or equivalent*	*Main field of study*
		From	*To*		

B. Describe your work experience (giving dates and length of time) in French-language teaching, including development of courses for specific purposes. Also, indicate any international experience you may have.

C. Indicate your experience using multimedia, video, the Internet and computers for French-language programme development and teaching, language testing and programme management. Specify software you are proficient in using and whether you have experience in web-page design for language teaching.

D. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

E. Indicate your ability in each of the languages mentioned above (see D):

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[a] Appears normally on your monthly salary statement and personnel action (P.5) forms. If not, please contact your Human Resources Management Officer to obtain your number.

[b] Please indicate department/office, e.g., DGACM, OCSS, ECE, UNCTAD, UNOG, UNOV or other (specify).

[c] Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

[d] Give exact name and title in original language. Copies of university degrees must be attached.

[e] Candidates should submit relevant documentation to substantiate their claims.